

Sample Records - Receiving at Lab Unit

BACKGROUND: Each sample record that is not associated with FIELD DL or ROVER DL must be received at the appropriate lab before any results can be entered on its associated tests. This is not required for FIELD DL or ROVER DL. In order to see a sample on the Receive Sample at Lab Unit worksheet, you must be a Lab Tester associated with the correct lab unit, and you must have Testing Qualifications that include the test method associated with the sample record.

ROLES: Materials Lab Supervisor, Materials Lab Technician, Materials Rover

NAVIGATION:

Materials Worksheets > Receive Sample at Lab Unit

Alternate navigation can be accessed from a sample record. Use the Receive at Lab Unit quick link at the top of the Sample Record Summary.

1. On the Receive Sample at Lab Unit worksheet, begin typing the name of the Lab Unit into the **Receive at Lab Unit** autocomplete field at the top of the page, and select it when it populates.
2. The fields in the next row are for searching and filtering the samples in the worksheet below. Begin typing the Sample Name, Material Code, Material Name, or Lab Control Number in the search field, or begin typing the name of the receiving lab unit in the **Lab Unit** autocomplete field.
3. When you see the sample records you are receiving, click in the checkbox on the left side of each sample record's row.
4. Click the **Mark As Received** button in the upper right corner. The Sample Status of each received sample record is changed to In Testing.